

HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP
MEETING MINUTES

AUGUST 13, 2012

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:34 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. DHSTPWG Meeting Minutes from July 9, 2012
 - c. Homeland Security Grant Program Monthly Planner & Subgrant Report from July 2012
 - d. Homeland Security Grant Program Purchasing Report from August 2012
 - e. Training and Exercise Subcommittee Meeting Minutes from August 1, 2012
 - f. 2012 Threat & Hazard Identification Risk Assessment (THIRA) & State Preparedness Report (SPR) Executive Summary
 - g. Project 25 (P-25) Handout
2. July 9, 2012 minutes were reviewed and approved. (**Motion: Robert Newnam; Second: Mayor Carleton Carey, Passed Unanimously**)
3. **Old Business**
 - a. **Subcommittee Reports**
 - 1) ***Resource Management and Asset Tracking and Responder Identification and Accountability Subcommittee*** – (Secretary Lewis Schiliro, Chairman) – Richelle Edwards advised the Resource Management and Asset Tracking (RMAT) test environment is up and running; currently, troubleshooting traffic cameras and finishing configurations. GeoDecisions was in on Friday, August 10, 2012 and advised of possible issue with a source code. They will be on-site on Wednesday to assist with any other issues.

Julie Moran reported that the Responder ID (RID) system located at the Kent County Emergency Operation Center (EOC) is fully operational, Sussex County EOC is making progress and New Castle County and the City of Wilmington are scheduled for August 21 & 24, 2012. We are making progress on the mobile command vehicles. There may be a need for routers if funding is available. Julie advised that they expect to set up training around mid-September once all of the issues are resolved.
 - 2) ***Training and Exercise Subcommittee*** – (Robert Newnam, Chairman) – Robert Newnam briefed the next T&E Subcommittee meeting will be held on the same day as the T&E Planning Workshop; September 5, 2012. All Disciplines must have a representative present because we will be discussing items involving funding. The

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following training requests were approved: LE to expend \$210 for CI/KR Vulnerability Assessment Specialist to attend Regional Awareness Workshop; LE to expend \$1,338.50 to attend Intermediate Risk Analysis Course; LE to expend \$450.00 for Advanced Criminal Intelligence Analysis to Prevent Terrorism Course; LE to expend \$250.00 for two specialists to attend the East Coast Gang Investigators Conference; LE to expend \$7,920.00 to send eight officers to attend Sniper Course; LE to expend \$37,000.00 for Delaware's three EOD Teams to attend Advanced Ordnance Recognition for Law Enforcement and EMS to expend \$2,886 to attend NTOA Conference. The next Subcommittee meeting will be held on September 5, 2012.

- 3) **Funding Subcommittee** – (Allen Metheny, Chairman) – The Funding Subcommittee held a meeting on August 13, 2012 to discuss the drawdown of grant funds. The Subcommittee discussed shelter-funding issues and has come to a decision to reallocate funding to purchase shelter kits and the remaining balance of \$90,000.00 will be reallocated for another project. At the last meeting on July 9, 2012, the Subcommittee had previously approved projects pending available funding. There was \$104,435.56 available to fund projects for the City of Dover, Sussex EMS and purchase additional equipment needed for RID. Chairman Turner advised that he has to report to the Controller General any state funding that has been reallocated if it is over \$10,000.00 or 10%.

b. **Equipment Procurement Progress (FY2008-FY2011)**

Jen Dittman briefed that the HSGP Monthly Report from August 2012 contains the status of Disciplines' projects. She advised that FY08 and FY09 projects are moving forward. There are several orders pending in fiscal; they are expected to be completed by the end of August. As of today, the period of performance for both FY08 & FY09 ends on September 30, 2012. The deadline for FY10 is July 31, 2013 and could possibly be extended to September 30, 2013. There is a spending plan ready for the balance of unused funding. Jen Dittman thanked the group for their timely pickup of equipment.

4. **New Business:**

- a. **Project 25 (P25) Radios** – Bill Carrow, Division of Communications (DivComm), briefed that radios are starting to come back as non-repairable. He advised to start budgeting and getting plans in place to purchase P-25 compatible radios. DivComm is provided copies of and approves all quotes for radios that are sold in the state of Delaware. This ensures that all communications are interoperable. Bill advised that you have to be P-25 compliant by the next generation of radios, which is expected within the next 3-5 years.

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The Statewide Interoperability Executive Committee (SIEC) is aware of this issue and has been discussing it.

- b. **THIRA & SPR** – Will Hayes briefed the THIRA is a methodology that provides a comprehensive approach for identifying and assessing risks and associated impacts. The THIRA consists of the following steps: assess the various threats and hazards facing Delaware, assess the vulnerability of Delaware to those hazards using varying time season, location and community factors, uses the descriptions develops in step 2 to assess how each threat and hazard may impact Delaware, uses the consequences of those threats and hazards to establish capability targets, captures the results to set an informed foundation for planning and preparedness. Will explained the SPR is an annual self-assessment of state preparedness capabilities and it is a requirement in order to receive Homeland Security Grant Funding.

Knowing that we are starting the 2012 THIRA in mid-cycle, Delaware has established a baseline for developing the risks to assess. Delaware has identified nine (9) worst-case scenarios to assess based on data from the 2009 hazard mitigation plan and the 2011 SPR. The following threats/hazards have been selected: hurricane, flooding, storms, hazardous material release, radiological release cyber incident, terrorist attack, active shooters, and pandemic.

Will has already reached out to certain Disciplines to gather information regarding developing scenarios. The THIRA & SPR are due to FEMA on December 31, 2012; however, DEMA would like to have it completed by November 30, 2012. Jen Dittman advised this is similar to what we have done in the past and more information will be emailed to the group.

- c. **Chairman Comments** – Chairman Turner advised the THIRA & SPR should also coordinate with FY13 grant. However, the results have no impact on Grant funding allocations. FEMA will be performing a GAP analysis for each state and will compile a regional report to FEMA HQ. There are no specifics available at this time.

This being an election year, Congress has agreed to a 6-month Continuing Resolution which shall be adopted following their summer recess. Upon their return in January 2013, and once Congress has been organized, the respective bodies appropriations committees shall complete Appropriations bills for subsequent approval. Following the preceding Presidential election and once the Appropriations Bill was signed by the President, DHS formalized and released the Grant Guidance to the states, DEMA had one month to complete the grant application.

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The Chairman also advised that FEMA is looking at management and administrative (M&A) funding to pick up the cost of salaries due to smaller states not having the budgets to pay for their grant management staff. Once a decision is made in Congress, the applicable Executive Branch Offices, FEMA Grants, and communicated to the SAA a plan for future funding for this specific issue will be formulated, communicated through the DSHS chain of command and the Working Group.

Chairman Turner explained that if you are constructing, attaching anything on a building, disturbing the ground or conducting training (anywhere other than an approved training facility) that an Environmental and Historical Preservation review (EHP) is required. This is a federal rule that we must comply with. If you do not complete an EHP, you will pay the bill.

It was reported that there was a spending plan in place to spend all FY08 & FY09 funding; therefore, a recommendation was made to cancel the next meeting scheduled for September 10, 2012. **(Motion: Robert Newnam; Second: Joe Thomas, Passed Unanimously)**

5. The meeting adjourned at 3:00 p.m.

Next Meeting - The next meeting is scheduled for October 5, 2012 at 1:30 p.m. - DEMA Training Room.



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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MEETING ATTENDANCE ROSTER	
Name	Agency
Voting Members	
Jamie Turner	Chairman
Monroe Hudson	Delaware State Police, LE Co-Lead
Absent	Delaware National Guard, DNG Lead
Carleton Carey	Delaware League of Local Governments, GA Lead
Robert Newnam	Delaware Fire School, T&E Lead
Absent	Police Chiefs Council
Dave Carpenter, Jr.	NCC Emergency Management
Absent	KC Emergency Management
Absent	Wilmington Emergency Management, EMA Lead
Joe Thomas	SC Emergency Management, SEMA Lead
Dwayne Day	City of Dover, PW Proxy
Suzanne Raab-Long	DE Healthcare Association, HC Lead
Tim Sexton	DHSS, Division of Public Health, PH Lead
Ellen Malenfant	DNREC, HZ Lead
Dave Roberts	Public Safety Communications, PSC Lead
Dave Mick	Emergency Medical Services, EMS Lead
Sandra Alexander	Department of Technology & Information, CS Lead
Absent	Department of Agriculture, AG Lead
Bob George	Citizen Corps, CCP Lead
Allen Metheny	Delaware Volunteer Firefighter's Association, FS Lead
Absent	Department of Motor Vehicles, DMV Lead
Working Group Members & Guests	
Bryant Baker	Department of Technology & Information
Richelle Edwards	Department of Technology & Information
Julie Moran	Department of Technology & Information
Kurt Reuther	Department of Safety & Homeland Security/DIAC
James Wright	Delaware Courts
Bobby Schoonover	SC Emergency Medical Services
Joe Wessels	Delaware League of Local Governments
Bill Carrow	Delaware Division of Communications
Delaware Emergency Management Agency Staff	
Jennifer Dittman	Terrorism Preparedness Supervisor
Jim Cubbage	NIMS/IMT Coordinator
Will Hayes	Planner
Beth Moran	Planner